

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110135-6

CONTROL NO.

REPORTS INVENTORY

DDS/OF-200

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)
Station Cost Record - Salaries2. TYPE OF REPORT STATISTICAL
 NARRATIVE
 MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL	TRAINING	ADMIN. GENERAL OTHER (specify)
	LOGISTICS	SECURITY	
	MEDICAL	X FINANCE	

4. NO. OF COPIES PREPARED 5. FREQUENCY (weekly, monthly, quarterly, etc.)
2 Each 4 weeks 6. DISTRIBUTION (No. of components not
number of copies) 2

7. FORMAT (memorandum, form computer print-out, etc) Machine Listing	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT Mutually Agreed upon
	X YES	IF YES GIVE ADP PROCESSING NO.	

10. PREPARING COMPONENT (include lowest level contributing information to report) 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
OF/C&TD

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR
GS-11	\$ 6.49	32	\$207.68	13	\$ 2,699.84

B. COSTS OF COMPUTER PRODUCED REPORTS

500 pgs x 2 cys = 1,000 pgs x 3¢ = \$30.00 x 13 times =	\$ 390.00
TOTAL COSTS PER YEAR	\$ 3,089.84

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT	ESTIMATED SAVINGS	
RETAIN AS IS	MAN-HOURS	DOLLARS
CHANGE		
DISCONTINUE		

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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